

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday April 18, 2012 3:30PM

555 Fuller

1. Greeting/Call to Order.
2. Review minutes from March 21, 2012 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim - Budget Committee
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

**STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**

Wednesday, March 21, 2012, 3:30 P.M.

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- 1. Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:29 p.m. Members present: Jack Lynch, Mary Wright, Kathy Miller, Marcia Armstrong, Dave Paton, Bill Crane, Gary Owen (by phone), and Marie Matthews. Staff present: Helen Betts. Contractors present: Beki Brandborg and Tim McCauley. Guest present: Jackie Frank, Anderson Zuermehlen & Co., PC. Members excused: Kirsten Wrzesinski and Matt Dale.
- 2. Review Minutes from February 15, 2012, Meeting.** After review, Armstrong moved, seconded by Miller, to approve the minutes. The motion passed.
- 3. Review Meeting Agenda and Advisory Committee Members' Schedules for the Upcoming Meetings.** The next meetings are scheduled for April 18, May 16, June 20 and July 18. Armstrong will not be able to attend the next few meetings.
- 4. Fiscal Agent Report.** Frank reported the results of the audit of the 2010 Campaign. She said that it was a clean audit and congratulated the fiscal agent for doing a good job managing the Campaign's finances. Lynch also thanked Anderson Zuermehlen for its work over the years. Brandborg suggested that we acknowledge their work in the next Giving Guide.

McCauley distributed copies of the 2011 revenue and expense reports. After discussion, Brandborg moved, seconded by Crane, to accept the report. The motion passed. McCauley also said he would send out copies of the 2012 budget electronically.
- 5. Program Contractor's Report.** Brandborg will schedule meetings with department coordinators beginning next week. The big issue is how to reduce the number of Giving Guides to be printed, with a goal of a 70 percent reduction. The Council discussed whether to procure something else for complete distribution, such as a pen with a Campaign message. The Council by consensus authorized Brandborg to explore ideas for this with the coordinators.
- 6. Chairman's Report.** There was no Chairman's Report.
- 7. D of A Liaison's Report.** Betts reported that a new date for the conference call with federations to review application requirements is April 11 at 3:30 at the Montana Shares offices.
- 8. Public Comment.** There was no public comment.
- 9. Other Business/Adjourn.** Lynch adjourned the meeting at 4:27 p.m.